

DE ANZA COLLEGE BUSINESS DEPARTMENT
BUSINESS 18/PARALEGAL STUDIES 18
INTRODUCTION TO BUSINESS LAW I
Winter 2012
INSTRUCTOR: DEBORAH MILLER

Course Objectives: To provide an intensive introduction to the American legal system and particularly the laws applicable to business owners and managers. Emphasis is on contract law.

Student Learning Outcomes:

1. Demonstrate a knowledge of basic tort, constitutional, criminal, and administrative law.
2. Evaluate factually simple contract issues using basic common law or UCC rules.
3. Identify ethical issues in a business law context.
4. Demonstrate a knowledge of basic legal terminology

Required Materials:

- **Textbook:** *Either* Selected Materials From Essentials of Business Law, Concise Edition for De Anza College **4th Edition**, Jeffrey F. Beatty and Susan S. Samuelson, Cengage Learning, copyright **2012** *or* Essentials of Business Law, 4th Edition, Beatty and Samuelson, Cengage Learning, copyright **2012**. The textbook should be available for **rental** at the De Anza bookstore
- **Test supplies:** **Four (4) Scantron sheets** from the college bookstore (for the exams) and a #2 (soft lead) pencil and a good eraser. Scantron sheets are available for sale at the cash registers just inside the entrance of the campus bookstore.
- An E-mail account and access to the Internet.

Course Requirements:

- **Reading assignments:** Completion of reading assignments is not only required, but essential, for successful performance on the examinations. Students are to complete the day's reading prior to class, because we will discuss the material in class, and if you have not done the reading, you will not be able to actively participate in the discussions. Class will be more interesting and meaningful for all if everyone has completed the reading prior to the lecture on the material and if everyone is prepared to discuss the reading and the assigned cases. Instructor reserves the right to institute pop quizzes in place of some of the homework component of the grade if it appears the class is not doing the reading ahead of time.
- **Examinations:** There will be four exams, one of which is the final exam. The final exam is not comprehensive. There will be no makeup exams, but your lowest scoring exam will be dropped from your final score. It is because occasionally a student has a legitimate reason for missing an exam (e.g. illness, jury duty, school associated athletic activities), that the lowest scoring exam will be dropped. If you are absent on the day of an exam, that is the score that will be dropped. NOTE: if a student intends to count the 4th (final) exam as the lowest exam score to be dropped, the student may skip the final exam; HOWEVER, this is subject to continued timely attendance and participation in the class between the 3rd and 4th exams. An unexcused absence between the 3rd and

4th exam will result in the student being required to take the 4th exam and rather than dropping the lowest exam score, all 4 exam scores may be averaged for that student’s grade. Be sure to obtain an excuse from the instructor if you miss a class between the 3rd and 4th exam and you are intending to skip the 4th exam.

- **Attendance/Group Discussion/Class Participation:** Attendance and participation are required. Since students are expected to assume an active role in the class, more than three absences will have a detrimental effect on this component of your grade. Being tardy (or leaving prior to the end of class) more than three times will have a detrimental effect on this component of your grade (though not as great as an absence). Three (3) consecutive unexcused absences may result in the student being dropped from the course; however it is the student’s responsibility to submit the necessary paperwork to the registrar’s office in order to officially drop the course. If the student does not officially drop the course, then a grade of “F” will be given as a final grade. If you do not participate in class at least eight times, this will have a detrimental impact on the participation component of your grade.
- **Homework:** Most weeks, homework will be assigned. You will find it on the instructor’s website. Homework must be turned in via email, by attaching a Word or WordPerfect document to the email. The subject line must contain the word “homework” or “H/W”. (You will receive a deduction of 2 points if that is missing). Emails so indicating they are homework will typically not be opened until the instructor is grading homework (so if you are looking for a response to something, do not send it in an email with “H/W or Homework” in the subject line.) You must put both your name and your PIN number on the homework document itself. (You will receive a deduction of 2 points for each that is missing.) Homework is considered timely if it has been sent prior to the start of the class when it is due. For each day that homework is turned in late, the grade will be reduced by a full grade from what the homework would have received if it had been turned in on time. The lowest homework score will be dropped from your homework average in determining your grade.

Grading Policy:

Grades shall be assigned based on the following overall scale:

Weighted average course grade	Letter grade
99% or above	A+
92-98%	A
90-91%	A-
88-89%	B+
82-87%	B
80-81%	B-
78-79%	C+
70-77%	C
67-69%	D+
58-66%	D
55-57%	D-
Below 55%	F

The components of the grade shall be weighted as follows:

Exams (top scoring 3 out of 4) 23% each	69%
Participation/attendance	10%
Homework (lowest score will be dropped from average)	<u>21%</u>
Total	100%

Instructor reserves the right to use a “curve” to add points to any of the grading components.

No Make Ups: In order for the evaluation process to be fair to every student, it is important that the conditions of evaluation are as uniform as possible for everyone. This kind of uniformity cannot be achieved if some students take the tests on days other than those when the test is given in class. Therefore, the following policy will be implemented:

- **No Make-up or early exams will be given.** To compensate for unforeseeable incidents which may occur, one exam will not be counted in the final computation of your course grade.

THERE WILL BE NO EXTRA CREDIT IN THIS CLASS. No exceptions.

Please note: If you decide to drop this course, it is your responsibility to submit the necessary paperwork to the registrar’s office. If you do not submit the necessary paperwork to the registrar’s office, a grade of “F” will be given for this course.

Academic Integrity Policy:

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means. Cheating includes, but is not limited to: copying, in part or in whole, from someone else’s test or homework; collaborating with another student on homework; submitting work presented previously in another course, if contrary to the rules of either course (no work from a prior course may be submitted in this course); altering or interfering with grading, using or consulting, during an examination any sources (e.g., consulting with others, use of electronic equipment including cell phones and PDA’s) or use of materials not authorized by the instructor; or committing other acts that defraud or misrepresent. Sharing homework assignments is not permitted.

Plagiarism is representing the work of someone else as your own. Plagiarism includes, but is not limited to: incorporating the ideas, words, sentences, paragraphs, or parts of another person’s writings, without giving appropriate credit, and representing the product as one’s own; representing another’s artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own; submitting a paper purchased from a research or term paper service, including the internet; or undocumented Web source usage.

Cheating, plagiarism and other forms of academic dishonesty, including the following is strictly forbidden: purposely allowing another student to copy from your paper during a test; giving homework, term paper or other academic work to another student to plagiarize; having another person submit any work in your name; lying to an instructor or college official to improve your grade; altering

graded work after it has been returned, then submitting the work for re-grading; stealing tests; forging signatures on drop/add cards or other college documents; or collaboration without permission of instructor.

Students who violate these rules will receive an F in the course, and their behavior will be reported to the Dean of Instruction of De Anza College.

Classroom Behavior:

Any student disrupting the class may be asked to leave. De Anza College will enforce all procedures set forth in the Student Standards of Conduct and the appropriate remedial and/or disciplinary steps will be taken when violations occur.

In addition, **please turn off or silence all cell phones**. Students are not allowed to use their cell phones, receive or send text messages during class. If there is an emergency, Campus Police will notify you. The use of iPods or similar devices during class is also strictly prohibited. If you use a computer to take notes, please do not go on line. Gaming, Facebook, emailing and the sending or receiving of text or instant messages during class is not permitted.

Websites you should use:

The instructor's faculty De Anza Website is: <http://www.deanza.edu/faculty/millerdeborah>. In addition, the authors of your textbook maintain a website containing some optional practice quizzes and other optional materials at: [http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780538473804&token=.](http://www.wadsworth.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780538473804&token=) You may also use the link on the instructor's faculty website to reach this site.

No legal advice is given. Although the law is discussed in this course, nothing that is said or written by the instructor is to be construed as legal advice. Only general principles are taught, not the law in any particular jurisdiction. Students who wish to receive legal assistance should seek the assistance of an attorney other than the instructor or seek the legal assistance that is provided in a clinic through De Anza.

Contacting the Instructor:

Email: millerdeborah@fhda.edu

Office hours: Mondays and Wednesdays 5:30 p.m. – 6:00 p.m. F51-H (in building across from classroom doors) or as announced or by appointment.

Note: variations from this schedule, including exam dates, may occur and will be announced in class.

HOMEWORK ASSIGNMENTS WILL BE POSTED WEEKLY ON INSTRUCTOR'S WEBSITE.

Day	Date	Reading Assignments <i>(to be completed PRIOR to class)</i>
Mon	01/09/12	None
Wed	01/11/12	<ul style="list-style-type: none"> All of Chapter 1 & Chapter 3 to p. 57. Email instructor a unique 4 digit number (PIN) for purposes of posting your grades on line (do not use parts of your social security number or student ID number). <u>Remember this number</u> because you will need it to access your grades online. (2 point deduction on first homework if you do not do this by noon Friday 01/13/12.)
Mon	01/16/12	<ul style="list-style-type: none"> Remainder of Chapter 3
Wed	01/18/12	<ul style="list-style-type: none"> None
Mon	01/23/12	<ul style="list-style-type: none"> Chapter 4
Wed	01/25/12	<ul style="list-style-type: none"> None
Mon	01/30/12	<ul style="list-style-type: none"> EXAM 1: Chapters 1, 3, 4
Wed	02/01/12	<ul style="list-style-type: none"> Chapter 5
Mon	02/06/12	<ul style="list-style-type: none"> Chapter 6
Wed	02/08/12	<ul style="list-style-type: none"> None
Mon	02/13/12	<ul style="list-style-type: none"> Chapter 7
Wed	02/15/12	<ul style="list-style-type: none"> None
Mon	02/20/12	<ul style="list-style-type: none"> NO SCHOOL
Wed	02/22/12	<ul style="list-style-type: none"> EXAM 2: Chapters 5, 6, 7
Mon	02/27/12	<ul style="list-style-type: none"> Chapter 9 & 10; Ch 9 is mandatory but will not be covered much in lecture
Wed	02/29/12	<ul style="list-style-type: none"> Chapter 11
Mon	03/05/12	<ul style="list-style-type: none"> Chapter 12
Wed	03/07/12	<ul style="list-style-type: none"> Chapter 13
Mon	03/12/12	<ul style="list-style-type: none"> None
Wed	03/14/12	<ul style="list-style-type: none"> EXAM 3: Chapters 10, 11, 12, 13
Mon	03/19/12	<ul style="list-style-type: none"> Chapter 14
Wed	03/21/12	<ul style="list-style-type: none"> Chapter 16
Mon	03/26/12	<ul style="list-style-type: none"> Chapter 17 <p>FINAL SCHEDULE: be sure to check for YOUR SECTION. You MUST take the final with your section.</p>
FINAL	<u>THURS</u> 03/29/12 4:00 p.m.	<ul style="list-style-type: none"> NOTE: THE FINAL IS ON <u>THURSDAY</u> OF FINAL'S WEEK Final covers: Chapters 14, 16, 17